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Security

NORMAL SECURITY OPERATIONS**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction outlines normal security operations and defines and establishes restricted areas that contain priority resources IAW AFI 31-101. It outlines entry control procedures, security reporting and alerting systems, and establishes responsibilities for personnel who work in or around restricted areas. This instruction identifies procedures and the personnel authorized to grant unescorted and escorted entry authority to installation restricted areas. This instruction applies to all personnel assigned to McChord AFB, both military and civilian, guard and reserve, as well as transient/TDY personnel.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Revisions to this AWI is the result of review of AFI 31-101, *The Air Force Installation Security Program*, dated 1 Dec 1999 and AMC Supplement. Changes security priorities to protection levels. Abolishes the Resource Protection Committee and establishes new board membership requirements for the Force Protection Committee. Provides general guidance for completing AF Form 2586 and establishes reissuing procedures for personnel assigned Personnel Reliability Program (PRP) duties.

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1. Authority To Establish Restricted Areas:

1.1. General. Restricted areas located on McChord AFB are established pursuant to lawful authority and promulgated by DOD Directive 5200.8, and Section 21 of the Internal Security Act of 1950 (50 U.S.C. 797). Specific written permission must be granted by the 62d Airlift Wing Commander (62 AW/CC) for entry into a restricted area. Furthermore, the 62 AW Commander is the sole authority to establish restricted areas on McChord AFB. All boundaries will be marked and properly posted with signs as applicable. Establishment of Entry Control Points into restricted areas will be kept to an absolute minimum. At no time will entry control points be established based on convenience.

1.2. Designated Areas on McChord AFB. Areas that compliment overall mission capability and contain essential operations resources are assigned a security protection level. These restricted areas are listed in [Attachment 1](#) by area number, security protection level and general location. Also indicated in [Attachment 1](#) are two Controlled Areas. At McChord AFB the AF Form 1199, Air Force Entry Control Card, can be used to verify identity for access or entry into controlled areas.

2. Force Protection Committee (FPC):

2.1. Composition. The FPC will be chaired by the 62 AW Vice Wing Commander (CV). The FPC will meet at least semi-annually or quarterly when deemed necessary by the Chairperson. The following positions are primary members of the FPC. They or their designated alternates will attend each FPC meeting:

- 62d Airlift Wing Vice Wing Commander (Chairperson)
- 62d Support Group Commander
- 62d Logistics Group Commander
- 62d Medical Group Commander
- 62d Security Forces Squadron Commander (Recorder)
- 62d Operations Group Commander
- 62d Civil Engineering Squadron Commander
- 446th Airlift Wing (Assoc) Commander

AFOSI Det 305 Commander

62d Communications Squadron Commander

Western Air Defense Sector Commander

2.2. FPC Working Group:

2.2.1. Membership. Primary members of the FPC will appoint, in writing, a primary and alternate unit representative for the working group. Commanders will appoint senior unit personnel who have sufficient experience to formulate courses of action. Commanders will forward appointment letters for working group members to 62 SFS/CC. The representatives will keep their respective commanders informed on all active initiatives. Other personnel are encouraged to attend when the topic of discussion will affect their area of responsibility.

2.2.2. Responsibilities. The FPC Working Group will:

2.2.2.1. Plan, develop and recommend courses of action to correct deficiencies noted during inspections, and comply with changes in directives.

2.2.2.2. Review and analyze security initiatives and present recommendations to the 62d Security Forces Squadron Commander (62 SFS/CC) for the FPC agenda.

2.2.2.3. Monitor owner/user unique mission requirements with emphasis on physical security.

2.2.2.4. Act as the Wing Commander's representative during research and development of physical security initiatives.

3. Security Incident Reporting. These reporting procedures apply to protection level resources located on McChord AFB. Supervisors must ensure personnel who work in restricted areas are fully aware of their responsibilities for protecting these resources and the actions to take upon detection of a Helping Hand or Covered Wagon situation.

3.1. Individual Responsibilities. Every individual granted unescorted entry into a restricted area is responsible for overall day-to-day security of the area and its resources. Personnel must be alert to detect unauthorized acts directed toward priority resources and to observe the restricted area boundaries and avenues of approach. Once an act is detected, personnel will:

3.1.1. Immediately initiate an alarm. Notify Security Forces Control Center (SFCC) by the fastest possible means; i.e., Helping Hand Line (extension 4-2777), direct line, primary/secondary crash net, runner, or via maintenance control centers.

3.1.2. Alert all personnel in the immediate area. If possible, detain suspicious persons at the scene and keep them under observation until the arrival of security forces. Thoroughly brief responding security force members on details regarding the incident.

3.1.3. If unable to detain suspects, monitor their actions and locations, and if possible remove them from the immediate area of the resource.

3.1.4. After the arrival of the security forces, initiate a search of the resource involved and the immediate area, and re-identify all personnel in the immediate area.

3.2. Discrimination of Incidents. The security forces are responsible for discriminating between actual or possible hostile actions and other types of occurrences. This stems from the immediate

on-scene investigation by an experienced security forces supervisor. If hostile action is evident or cannot be ruled out, the appropriate response will be implemented. Helping Hand situations determined to be non-hostile may be terminated by the Security Forces Flight Chief.

4. Responsibilities in Restricted Areas:

4.1. Personnel Working in Restricted Areas. Personnel who work in restricted areas must be briefed upon assignment by the Unit Security Manager or Training NCO on entry and internal control procedures for restricted areas in which they are granted unescorted entry.

4.2. Organizational Responsibilities. Organizations responsible for restricted areas will budget for and initiate programs to upgrade physical security for areas, equipment and facilities. Upgrade proposals will be sent to the 62 SFS/CC for coordination and approval by the Force Protection Committee. Upgrade initiatives will be prepared by the unit most closely associated with the resources affected.

4.3. Transfer of Security Responsibility. During non-duty hours, on weekends and holidays, or any other occasion when maintenance personnel are not performing duties on the aircraft parking ramps the Security Forces Control Center will be notified that the responsibility for the security of the restricted area (identify which area) has been transferred to the security forces. The internal security response team will assume surveillance responsibilities until maintenance units notify the Security Forces Control Center they are assuming security responsibilities. When the security forces have been notified of the transfer of responsibility, anyone entering the restricted area will be challenged and identified.

4.4. Reporting Damage To or Tampering With a Protection Level 1-3 Resource. Anytime there is a possibility a protection level resource; i.e., aircraft, weapons system, etc., has been damaged or tampered with the Security Forces Control Center and the Consolidated Command Center will be immediately notified. If deemed appropriate, a Helping Hand/Covered Wagon Report will be initiated. The persons discovering the damage will:

4.4.1. Secure the area where the damage or tampering was noted and await the arrival of a security forces patrol.

4.4.2. Remain in the area and be available for an interview by the responding investigators.

4.4.3. Have the following information readily available for the investigator: date and time the damage/tampering occurred or was discovered, type of resource (if an aircraft: the tail number, description and the recent maintenance history if known) and description of the type of damage or tampering, a description of any other personnel observed in the area and any other information that is relevant to the investigation.

4.5. Unattended Aircraft Closure. Maintenance and (or) aircrew personnel will secure all aircraft hatches when maintenance and (or) aircrew are not present. When maintenance or aircrew personnel see an aircraft open with no personnel present they will immediately notify their control center. The respective control center will notify the Security Forces Control Center to coordinate security force response.

5. Restricted Area Entry Control. Unescorted entry to restricted areas will be controlled by the AF Form 1199, Air Force Entry Control Card, with the appropriate areas open IAW AFI 31-101. Personnel TDY to this base possessing a home station AF Form 1199 may be granted unescorted entry to areas con-

taining priority resources when supported by an authenticated entry authorization list (EAL). TDY/Aircrew orders may be used in place of an EAL provided they are authenticated by a security forces supervisor, TSgt or above, or the on-duty Security Forces Flight Chief. The AF Form 1199 will be displayed on the outer most garment, picture side out above the waist, while performing duties in a restricted area. The exception to this would be when personnel are performing duties in the close proximity of an aircraft when its engines are running. When leaving the restricted area, the AF Form 1199 will be removed and secured out of public view so that no part of the badge is visible.

5.1. Coding of Restricted Area Badges:

5.1.1. Area #1, 62d Airlift Wing Consolidated Command Center (CCC). All areas within the CCC, to include associated offices are considered within the restricted area boundary. During normal operations, entry is controlled by the center's on-duty personnel. Visitors to the CCC are signed in and out on an AF Form 1109, Visitor Register Log. The CCC's emergency generators and the generators' fuel supply are also designated as restricted areas.

5.1.2. Area #4, McChord AFB Flight Line (includes the following ramps: Bravo, Charlie; Juliet; Delta; Echo and the 300 Area. The roped off area around aircraft in Hangars 1 through 4 and Buildings 1164, 1165, 1166, 1167 and 1175 are considered restricted areas. Personnel will enter through the designated entry control points (ECP). When transient aircraft are on the ramp, an EAL in conjunction with the AF Form 1199 will be used to allow entry. All airdrome areas not identified as restricted areas are designated as controlled areas.

5.1.3. Area #6, Western Air Defense Sector (WADS) Facility, third floor, WADS emergency generators and generators' fuel supply are designated as restricted areas. Entry to the emergency generators in Building 853 is controlled by cypher lock.

5.1.4. Area #8, Nonnuclear Munitions Storage Area, 800 Munitions Storage Area. Entry is controlled by owner/user personnel assigned to this area.

5.1.5. Area #12, Nonnuclear Munitions Storage Area, 350 Munitions Storage Area. Entry is controlled by owner/user personnel assigned to this area.

5.1.6. Area #17, 62d Communications Squadron Ground-to-Air Transmitter Receiver (GATR) Site. Entry to the GATR Site is controlled by on-duty personnel assigned to the site.

5.1.7. Area #18, Sector Operations Control Center (SOCC) Area. Entry is controlled by owner/user personnel and proximity card reader, located at each ECP.

5.1.8. Security forces will patrol these areas during all operations. Entry controllers will be posted when deemed necessary by the 62 SFS Commander. When unique circumstances arise such as mass Army troop movements, aircraft quick turn operations, loading oversized items on aircraft, etc., it may be either impractical or impossible to enter or exit through the established ECP. In these circumstances, the owner/user control center will make contact with the Security Forces Control Center and relate the reason for the entry and (or) exit, the items to be moved, the area of entry and (or) exit and the date and time of the movement. The Security Forces Control Center will notify the CCC and 62d Aerial Port Squadron. Security Forces personnel will monitor the temporary ECP. When the area is reconfigured, the owner/user control center will contact the Security Forces Control Center who in turn will notify the CCC and the Aerial Port Squadron. Owner/user personnel are responsible for removing and reestablishing restricted area boundaries.

whenever ropes are removed for towing of aircraft or equipment. Refer to [Attachment 2](#) for Restricted Area Boundries and Entry Control Points.

5.2. Responsibility for Escorting Visitors. Visitors to restricted areas must be escorted by an authorized individual. An authorized individual is any person who has in his or her possession a valid AF Form 1199 (issued at McChord AFB). Authorized individuals may escort personnel on official business into areas for which they have been authorized unescorted entry. Authorized individuals will:

5.2.1. Meet and verify the identity of the visitor outside of the restricted area.

5.2.2. Brief visitors on the security procedures for the area to be visited.

5.2.3. Advise the visitor that he or she must remain with an authorized individual at all times while in the area.

5.2.4. Explain the limits and exact location to be visited.

5.2.4.1. The visitor will be permitted access to documents and displays only if they have the proper clearance and a need to know.

5.2.4.2. If the ECP is manned, the authorized individual will identify the visitor to the entry controller.

5.2.4.3. All items of equipment required by a visitor will be vouched for by the escorting individual.

5.3. Implementation of Threat Condition BRAVO or Higher. Upon implementation of Threat Condition BRAVO or higher, visitors to non-flight line restricted areas will have hand-carried items searched by the escorting individual prior to entry. Visitor entry will be documented on the AF Form 1109.

5.4. Vehicle Search Procedures:

5.4.1. Vehicle drivers or occupants who are authorized unescorted entry to protection level 3 areas will verify to the entry controller (when posted) that the vehicle they are driving or riding in does not contain unauthorized material or personnel.

5.4.2. The Chief of Airfield Operations has been designated to approve or disapprove the operation of privately-owned motor vehicles within the restricted areas as outlined in 62 AWI 13-4. During certain contingency operations, privately-owned motor vehicles will not be operated in McChord AFB restricted areas (see 62 AW OPlan 31-97, Installation Security Plan). Higher headquarters inspection team rental vehicles are considered government-owned vehicles.

5.4.3. Persons occupying duty positions authorized to operate privately-owned motor vehicles inside restricted areas will be listed in 62 AWI 13-4. Those personnel will be provided flight line decals for their privately-owned vehicles. Other personnel may be authorized temporary privileges to operate their privately-owned motor vehicles on the flight line. A list of these personnel will be maintained by the Chief of Airfield Operations. The 62 SFS will be provided a copy of this list by the Chief of Airfield Operations. This special authorization may be curtailed during higher threat conditions and as directed by the 62 AW Commander.

5.5. Authority Denied. When unescorted entry is denied for cause, the unit commander will ensure the person's AF Form 1199 and original AF Form 2586, Unescorted Entry Authorization Certificate, are immediately turned over to the Pass and Registration Section. Additionally, the unit commander

must ensure the procedures for the establishment of a special security file are followed IAW AFI 31-501, Personnel Security Management Program.

5.6. Transient Personnel. Air Force personnel TDY to McChord AFB may be allowed unescorted entry to McChord AFB protection level 3 restricted parking areas when in possession of a valid AF Form 1199 issued at their home installation. Personnel will be supported by TDY/aircrew orders or an EAL authenticated by a security forces supervisor (TSgt or above) or the on-duty Security Forces Flight Chief. TDY personnel will not normally be authorized escort authority. During special operations involving large numbers of personnel, specifically designated and trained TDY personnel may be authorized escort authority for protection level 3 restricted areas. The commander responsible for the restricted area where TDY persons will work will authenticate TDY/aircrew orders and indicate which TDY personnel is authorized escort authority. The sponsoring commander will assume the responsibility to ensure TDY escort officials are knowledgeable of base escort policies and procedures. A listing of TDY personnel trained to escort must be given to the Security Forces Control Center before actual escorting is performed. Other DOD TDY personnel will use authenticated orders and their DOD identification credentials in place of an AF Form 1199 for entry into restricted areas. EALs will list full name, social security number, rank, card number, badge number, security clearance, dates of visit and the areas to be visited.

5.7. Tours/Photography. Personnel must be authorized or escorted to the restricted area they are going. Personnel requesting to take photographs, will pick up a Flight Line Photography Authorization Letter from Public Affairs prior to the tour, and coordinate through the Security Forces Control Center and Base Operations before proceeding to the restricted area. (See [Attachment 3](#) for sample letter.)

5.8. Free Zone Procedures. A free zone may be established for certain projects when large numbers of personnel are required at a site located within a restricted area, for example, a civilian contractor constructing a facility. A free zone is a part of the restricted area that has been purged of priority resources, and the boundaries have been temporarily changed to allow personnel access to the area without the need for escorts or restricted area badges. Free zone requests will be coordinated with the 62 SFS Commander and the commander responsible for the affected restricted area, and approved by the 62 AW Commander.

5.9. Nonnuclear Munitions Storage Areas. The AF Form 1199 is used to identify personnel authorized unescorted entry into both the Nonnuclear Munitions Storage Areas. Entry into both storage areas is controlled by owner/user personnel assigned to that area. Area #8 grants entry to the 800-Area and area #12 to the 350-Area

5.10. Inspection Teams. Members of HQ AMC Inspector General Team are authorized unescorted entry to all the restricted areas on McChord AFB, provided they are listed on an authenticated EAL/aircrew order coded for unescorted entry. The EAL must be prepared and processed IAW AFI 31-101.

5.11. Emergency Entry Procedures. When responding to emergencies, authorized emergency response vehicles are allowed entry into restricted areas by the most expeditious route, either through established ECPs or by crossing restricted area boundaries. Emergency response personnel will be allowed immediate entry to restricted areas. When ECPs are manned the Sign and Counter Sign technique will be used. Control centers of responding personnel will notify the Security Forces Control Center immediately upon learning of an emergency response situation. The Security Forces Control Center must ensure security forces are informed.

6. Det 1, Air National Guard (Det 1, WANG/CC). The Commander will:

- 6.1. Advise the Security Forces Control Center of changes to status or location of protection level resources, to include maintenance posture. Park operationally ready aircraft in existing restricted areas. Prior to locating aircraft outside of the established restricted areas, coordinate with the Security Forces Control Center to ensure security can be provided.
- 6.2. Immediately notify the Security Forces Control Center of operations requiring security forces support.
- 6.3. Ensure area lighting is turned on during hours of darkness or reduced visibility to illuminate the restricted area boundaries and resources located in the restricted area.
- 6.4. Provide security forces with an EAL for personnel requiring access to unit resources.
- 6.5. Provide maintenance personnel to search unit aircraft or resources when requested by the Security Forces Control Center.
- 6.6. Immediately notify the Security Forces Control Center of possible Helping Hand or Covered Wagon situations IAW AFI 31-101 and 62 AW OPlan 31-97, Installation Security Plan.
- 6.7. Commander, 62d Operations Group (62 OG/CC). The Commander will serve as the office of primary responsibility (OPR) for airlift aircraft restricted areas.
- 6.8. Commander, 62d Logistic Group (62 LG/CC). The Commander will provide maintenance personnel to search aircraft and resources when requested by the Security Forces Control Center.
- 6.9. Commander, 62d Support Group (62 SPTG/CC). The Commander will ensure area lighting is turned on during the hours of darkness or reduced visibility to illuminate the restricted area boundaries and resources located in the restricted areas.
- 6.10. Chief, 62d Airlift Wing Consolidated Command Center (62 AW/CP). The Chief will:
 - 6.10.1. Advise the Security Forces Control Center of changes to status or location of protection level resources, to include maintenance posture. Park operationally ready airlift aircraft in existing restricted areas. Prior to locating aircraft outside of the established restricted areas, coordinate with the Security Forces Control Center to ensure security can be provided.
 - 6.10.2. Immediately notify the Security Forces Control Center of inbound (including transient) priority aircraft or any other operation that may require security support.
 - 6.10.3. Immediately relay all Threat Condition Alert Messages (TCAM) received from higher headquarters to the Security Forces Control Center.
 - 6.10.4. Advise the Security Forces Control Center of authorized engine runs and aircraft movements, to include towing of aircraft and equipment into or out of restricted areas. The restricted area boundary will be re-established after the aircraft or equipment is across the boundary. The security forces will monitor the crossing but are not responsible for reestablishing the boundary i.e. erecting the ropes and stanchions.
 - 6.10.5. Advise the Security Forces Control Center on transfer of security responsibilities, when maintenance personnel are no longer in the area.

- 6.10.6. Notify the Wing Commander when warranted, and up-channel reports to higher headquarters as received from the Security Forces Control Center, IAW AFI 31-101, Vol 1 and 62 AW OPlan 31-97.
- 6.10.7. Coordinate with the 62d Operations Support Squadron and 62d Communication Squadron to store and secure transient aircrew's Top Secret, Crypto, COMSEC material and other classified equipment.
- 6.11. Commander, 62d Transportation Squadron (62 TRANS/CC). The Commander will provide the security force with vehicles required to support security operations. When the minimum essential vehicle level has been reached, provide replacement vehicles on a one-for-one basis. Also, ensure security forces vehicles receive a red priority for maintenance.
- 6.12. Commander, 62d Civil Engineer Squadron (62 CES/CC). The Commander will:
- 6.12.1. Design, program and replace facilities to meet flight line standards.
 - 6.12.2. Ensure emergency maintenance for security forces C³ facilities is conducted IAW 62 Oplan 10-211, Contingency Response Plan.
 - 6.12.3. Ensure alarm and sensor systems used by the security forces are provided maintenance IAW established procedures.
- 6.13. Commander, 62d Communications Squadron (62 CS/CC). The Commander will:
- 6.13.1. Provide maintenance support for security forces communications equipment IAW 62 AW OPlan 31-97.
 - 6.13.2. Provide installation and maintenance of the Metropolitan Area Network (MAN).
 - 6.13.3. Provide an alternate approved storage location for transient aircrew's Top Secret, Crypto, COMSEC material and other classified equipment at the Base Communication Center.
 - 6.13.4. Ensure GATR Site personnel provide an accurate EAL to the Security Forces Entry Controller when posted.
- 6.14. Commander, 62d Services Squadron (62 SVS/CC). The Commander will provide ground support meals or a suitable substitute IAW AFMAN 34-405 when tasking prevents the security force from eating at the dining facility.
- 6.15. Commander, 62d Security Forces Squadron (62 SFS/CC). The Commander will:
- 6.15.1. Provide security protection for operational protection level resources IAW security standards and directives.
 - 6.15.2. Maintain the capability to up-channel Covered Wagon reports IAW AFI 31-101 and 62 AW OPlan 31-97.
 - 6.15.3. Establish post priority charts detailing which posts will be manned during certain contingency operations IAW applicable standards. Any posts in direct support of nuclear weapons will receive top priority. The Security Forces Control Center will maintain a current plot of protection level 1-3 resources.
 - 6.15.4. Provide 62 CES with a priority listing of security forces facilities and alarms.

6.15.5. Review security initiatives forwarded to the FPC Working Group and prepare the agenda for the FPC.

6.16. Commander, Western Air Defense Sector (WADS/CC). The Commander will up-channel Covered Wagon reports and notify the Security Forces Control Center as Threat Condition Alerting Messages (TCAM) are received IAW AFI 31-101 and 62 AW OPlan 31-97.

6.17. Commander Detachment 305, Air Force Office of Special Investigations (AFOSI), Det 305/CC. The Commander will provide investigative support and information on resource vulnerabilities, possible threat forces in the local area, known enemy forces and modes of operation to the base Threat Working Group (TWG) and the security force.

7. Procedures For Obtaining An AF Form 1199:

7.1. Commander or Unit Security Manager Responsibility. The Commander or Unit Security Manager will:

7.1.1. (See [Attachment 4](#) for general instructions when completing the AF Form 2586) Prepare DD Form 577, Signature Card for signature verification, on each individual authorized to sign Section II or Section IV or both of the AF Form 2586. The DD Form 577 will indicate which section of the AF Form 2586 the individual can sign and will be forwarded to 62 SFS/SFOPP.

7.1.2. Review and verify security investigation data using the Automated Security Clearance Approval System (ASCAS) roster or the Clearance and Access Verification System (CAVS) System IAW 31-101 para 9.2.1.

7.1.3. Administer training on applicable portions of the Security Education and Motivation Program IAW AFI 31-101.

7.1.4. Sign Section II of the AF Form 2586. The signing of Section II certifies that records have been reviewed and a favorable security investigation is on file IAW AFI 31-501. Unit Security Managers will ensure Sections I through IV are completed, as applicable. To speed processing time, the AF Form 2586 should be hand carried to each applicable coordinating official by the Unit Security Manager. When completing Column 2 (escort official) of Section IV, indicate whether the individual has escort authority by indicating "Yes" or "No" in this block. Approving officials type or print their names and titles in the signature blocks and sign the forms.

NOTE: Area's 1 and 18 are the only areas on McChord AFB requiring an "E" for escort official.

7.1.4.1. File the original copy of the AF Form 2586 at the requesting unit until the bearer surrenders the badge.

7.1.4.1.1. Departing Squadron/Detachment Personnel: RAB bearers departing PCA/PCS/ Separating will report to the unit security manager and obtain the original copy of the AF Form 2586. Both the form and the RAB will be hand carried by the bearer to the Pass & Id section for out-processing (Unit Security managers will not keep the RAB).

7.1.4.1.2. TDA Personnel (Periods of less than one (1) year): The originating unit security manager will notify the Pass & Id section in writing and the letter will be attached to the copy of the AF Form 2586 filed at Pass & Id for the duration of the TDA. Bearer will hand carry the AF Form 2586 from the assigned unit to the TDA unit and will be filed by the unit security manager of the TDA unit.

7.1.4.1.3. For periods over one (1) year: The bearer will out-process Pass & Id. Individual will report to the TDA unit security manager and obtain an AF Form 2586 for issue of the RAB. The bearers follow the same procedure in reverse upon termination of the TDA.

7.1.4.1.4. PCA Personnel: Individual will report to their unit security manager and obtain the AF Form 2586 for turn-in of the RAB. Both the form and the RAB will be hand carried by the bearer to Pass & Id for out-processing. The gaining unit will prepare the AF Form 2586 for issue by the new unit.

7.1.4.2. Personnel Reliability Program (PRP): A new AF Form 2586 will need to be accomplished for personnel who have been identified to work with nuclear weapons, nuclear weapon systems, or certified critical components, or control entry to a no-lone zone. The following statement must be entered in the "duty" block of section III of AF Form 2586: "This individual will perform duties in (or control entry to) a close-in area. Nuclear surety training completion (date), and PRP certification (date)." The unit commander or designee will not sign section II of the AF Form 2586 until the above requirements are met. The signature in section II certifies that all nuclear surety training and PRP requirements have been completed. Units must maintain records showing completed training. (NOTE: The above dates are used to determine initial entry eligibility only and are not required to be updated for reoccurring training which is documented elsewhere.)

7.1.4.3. Adding New Areas. Using the original AF Form 2586, annotate in the remark's section of the original copy AF Form 2586, "Add area X" and include the name of the bearer's unit commander or designee in the remarks section. Add the new areas in Section IV and ensure normal coordination is accomplished. If the remarks section does not have sufficient space for name and signature, the unit may generate a letter requesting the change or complete a new AF Form 2586. Handcarry two copies of the AF Form 2586 to the Pass and Registration Section to obtain a new badge. File a copy of the letter with each copy of the AF Form 2586.

7.1.4.4. Deleting Existing Areas. Using the original AF Form 2586, annotate in the remark's section of the original copy AF Form 2586, "Delete area X" and include the name of the bears unit commander or designee in the remarks section. If the remark's section does not have sufficient space for name and signature, the unit may generate a letter requesting the change or complete a new AF Form 2586.

7.2. Badge Replacement. For damaged or obscure badges, the bearer will report to the Pass and Registration Section with his or her old AF Form 1199.

7.3. Area Coordinating Official Responsibilities. Area Coordinating Officials will:

7.3.1. Ensure the applicant has a continuing and regular need to enter the restricted area.

7.3.2. Concur or nonconcur with the requests for each restricted area and date and type or print their names and titles in the signature blocks and sign Section IV of the AF Form 2586. In nonconcurring, mark the "NO" block in Section IV.

7.4. Designated Coordinating Officials. These individuals must have a valid DD Form 577 on file with the Pass and Registration Section. The DD Form 577 must be specific, for example: "Sign Section IV, AF Form 2586 for restricted area 1 and area 4." Personnel identified on the DD Form 577 will not verify their own authority as a coordinating official. They will request signature from another designated coordinating official.

7.4.1. Personnel who occupy the positions listed below are coordinating officials for the corresponding restricted area. An * denotes the owner agency responsible for the corresponding restricted area.

RESTRICTED AREA DESIGNATED AREA COORDINATING OFFICIALS

1. * Chief, 62 AW Consolidated Command Center (62 AW/CP)
Operations Superintendent (62 AW/CP)

RESTRICTED AREA DESIGNATED AREA COORDINATING OFFICIALS

- 4 * Supt, 62d Logistics Group Programs and Mobility (62 LG/LGLX)
NCOIC (62 LG/LGLX)
62d Logistics Group Commander (62 LG/CC)
62d Logistics Group Deputy Commander (62 LG/CD)
62d Operations Group Commander (62 OG/CC)
4th, 7th, 8th Airlift Squadrons' Commanders
62d Aircraft Generation Squadron Commander (62 AGS/CC)
62d Operations Support Squadron Commander (62 OSS/CC)
62d Maintenance Squadron Commander (62 MXS/CC)
62d Aerial Port Squadron Commander (62 APS/CC)
446th Logistics Group Commander (446 LG/CC)
446th Operations Group Commander (446 OG/CC)
446th Air Wing (97th, 313th, 728th Airlift Squadrons' Commanders)
40th Aeromedical Evacuation Squadron Commander (446 AES/CC)
446th Aircraft Generation Squadron Commander (446 AGS/CC)
446th Equipment Maintenance Squadron Commander (446 EMS/CC)
36th and 86th Aerial Port Squadron Commanders
Chief, 62 AW Consolidated Command Center (62 AW/CP)
Det 1 Washington Air National Guard Commander
(Det 1 WAANG/CC)
Aircraft Maintenance Superintendent (Det 1 WAANG/MA)

6. * Western Air Defense Sector Commander (WADS/CC)
Western Air Defense Sector Commander (WADS/CV)
Western Air Defense Sector Security Manager

Director of Operations (DO) Security Manager

Director of Support (DS) Security Manager

- 17 * 62d Communications Squadron Commander (62 CS/CC)
 62d Communications Squadron Mission Systems Flight
 Commander (62 CS/SCM)
 62d Communications Squadron Information System Flight
 Commander (62 CS/SCB)

18. * Western Air Defense Sector Commander (WADS/CC)
 Western Air Defense Sector Commander (WADS/CV)

Western Air Defense Sector Security Manager

Director of Operations (DO) Security Manager

Director of Support (DS) Security Manager

CONTROLLED AREAS DESIGNATED AREA COORDINATING OFFICIALS

- 8 *62d Logistics Group, Commander (62 LG/CC)
 62d Maintenance Squadron, Commander (62 MXS/CC)
 62d MXS Squadron Section Commander (62 MXS/CCQ)
- 12 * 62d Logistics Group, Commander (62 LG/CC)
 62d Maintenance Squadron, Commander (62 MXS/CC)
 62d MXS Squadron Section Commander (62 MXS/CCQ)

7.4.2. Responsibility of the 62d Security Forces Squadron Commander (62 SFS/CC). In addition to the above positions, the unit commander is designated as the restricted area coordinating official for security forces, except for himself or herself. NOTE: The 62d Security Forces Squadron Commander may sign as the coordinating official for personnel assigned to the immediate staff of the 62d Airlift Wing Commander and 62d Support Group Commander. The immediate staff is defined as the Director of Staff, Vice Commander, Executive Officer, Senior Enlisted Advisor and Protocol.

7.5. Restricted Area Entry Approval Officials.

7.5.1. Designated Officials.

7.5.1.1. The 62 AW Commander is the approval authority for granting entry and escort authority to restricted areas. The personnel in the following positions are designated to sign Section IV of the AF Form 2586, Unescorted Entry Authorization Certificate: 62 AW Commander, 62 SPTG Commander, 62 LG Commander, 62 OG Commander, 62 MDG Commander, WADS Commander, 446 LG (Assoc) Commander, 446 OG (Assoc) Commander, Chief, 62 AW Consolidated Command Center and all squadron commanders. NOTE: These personnel must have a DD Form 577, Signature Card, on file with the Pass and Registration Section. These personnel will not sign Section IV to grant unescorted entry or escort authority to themselves (they will process their individual forms through one of the other approval officials listed in this paragraph).

7.5.1.2. Restricted area entry approval officials will ensure unescorted entry is authorized only for personnel who have a continuing and regular need to enter restricted areas. Personnel who need to enter a restricted area on a one-time basis, or infrequently, will not be issued an AF Form 1199. A minimum of one visit per week is used as a guideline to define a continuing and regular need.

7.5.2. Responsibilities of the 62d Security Forces Squadron Commander (62 SFS/CC). The Commander will:

7.5.2.1. Review AF Form 2586 for accuracy and completion. Ensure signatures are checked against the DD Forms 577.

7.5.2.2. Ensure the automated restricted area badge listing generated by the Pass and Registration Section is validated

7.5.2.3. Ensure the Pass and Registration Section provides the Security Forces Control Center and the 62 AW CCC a restricted area badge listing NLT the 5th of each month. The Security Forces Control Center and the 62 AW CCC will use listings to verify an individual's authority to be in a McChord AFB restricted area. The NCOIC of the Pass and Registration Section will update listings each Friday to ensure additions, deletions and changes are distributed before the end of the duty day. The 62 AW CCC and personnel assigned to the Security Forces Control Center are responsible to post changes upon receipt.

7.5.3. Responsibilities of Unit Commanders. Unit commanders will:

7.5.3.1. Maintain the original AF Form 2586 for each person assigned and who possesses an AF Form 1199.

7.5.3.2. Review the automated restricted area badge listing provided by the Pass and Registration Section for accuracy within 10 days of receipt. The annual restricted area badge listing will be reviewed and validated within 30 days of receipt.

7.5.3.3. Ensure personnel issued an AF Form 1199 personally return it and their AF Form 2586 to the Pass and ID Section NLT 1 work day prior to PCS, separation, terminal leave or retirement.

7.5.3.4. Ensure turn-in of the AF Form 1199 when the person no longer has a regular need to enter a restricted area. The AF Form 1199 and AF Form 2586 will be turned over to the Pass and Registration Section when a person's unescorted entry is permanently withdrawn.

7.5.3.5. Conduct a hands-on inventory of AF Forms 1199 issued to personnel in the unit at

least once every 12 months or as otherwise directed by the 62 SFS Commander and compare badges to the automated restricted area badge listing and the AF Forms 2586.

7.5.3.6. Ensure DD Forms 577 on file with the Pass and Registration Section are current and notify the Pass and Registration Section to remove outdated forms. The 62 AW/CC, Group Commander or Unit Commander for signature verification must sign the DD Form 577.

7.5.3.7. Grant unescorted entry into the areas for which they are the coordinating official and sign the AF Form 2586 for personnel from other units to enter these restricted areas.

7.6. Lost Restricted Area Badge Reporting Procedures. If a person loses his or her AF Form 1199, he or she will immediately report the loss to the unit commander or unit security manager. The unit security manager will report the loss to the Pass and Registration Section and the Security Forces Control Center. From the time the loss was reported, the individual has 72 hours to make a thorough search for the RAB before another can be issued. This is to prevent issue of duplicate badges. The security manager will conduct an investigation into the facts surrounding the loss, obtain statements concerning the circumstances of the loss, and prepare an investigation report IAW [Attachment 5](#). The statements will be attached to the report. The unit commander will endorse the report to indicate concurrence or non-concurrences indicate the action taken to preclude recurrence and note if a replacement AF Form 1199 is required. The 62 SFS Operations Officer will review the report to determine the thoroughness of the investigation and forward it to the Pass and Registration Section. If the investigation is in order, the Pass and Registration Section will reissue the AF Form 1199. If the investigation is not in order, it will be referred to the 62 SFS commander for resolution. The NCOIC of the Pass and Registration Section will notify the unit when the reissue of the AF Form 1199 has been approved.

7.7. Reissue Procedures. A mass reissue of restricted area badges is accomplished when the loss rate for the base reaches eight percent of the total number of badges issued for a specific area.

7.8. Automated Entry Authority Listings. The 62 SFS Pass and Registration Section will provide users with an automated entry authority listing. The master EAL, maintained in the Security Forces Control Center will be used to verify an individual's authority to be in a McChord AFB restricted area. The NCOIC of the Pass and Registration Section will update the Security Forces Control Center listing at least once per month, as a minimum, with additions, deletions and lost badge reports. The Pass and Registration Section will publish current EALs for users by the 5th of each month.

8. Manual Signal Requirements. Unit Commanders will ensure that personnel under their control who work in or adjacent to restricted areas are familiar with manual signal techniques and can react appropriately if members of their unit see someone using these signals. The 62 SFS Installation Security Constable will brief personnel working within or adjacent to restricted areas on manual signal techniques at commanders' calls, workshop formations, etc.

9. Installation Security Constable. Each unit should schedule recurring Installation Security Constable visits to strengthen their Security Education and Training Program. Schedule visits by calling extension 4-3673.

10. Local Authenticators: All personnel issued an AF Form 1199 will be briefed on local badge authenticators at time of issue and during Security Education and Training provided by the Installation Security Constable. Unit Security managers will ensure personnel assigned who are issued an AF Form 1199 are

knowledgeable of the current duress words and local badge authenticators. The 62 SFS/CC will designate local authenticators for AF Form 1199.

DARRELL D. JONES Colonel, USAF
Commander, 62d Support Group

Attachment 1**RESTRICTED AREA/CONTROLLED AREA LISTING**

| <u>NUMBER</u> | <u>PROTECTION LEVEL</u> | <u>RESTRICTED AREA</u> | <u>LOCATION</u> |
|---------------|-------------------------|------------------------|---|
| 1 | 3 | 62 AW Consolidated | The rooms located on the second floor of the Command Center Command Center Building 1172, Consolidated Command Center, Crisis Action Team, Emergency Generator and fuel supply . |
| 4 | 3 | AMC Flight Line | The aircraft parking areas known as Charlie, Juliet ramps, Bravo ramp 5-7, Delta ramp 25-43, and Echo ramp including the 300 area. Hangars 1 through 4, Buildings 1164, 1165, 1166, 1167 and 1175 when aircraft are parked inside. Area is identified by red painted lines/warning signs, rope and rubber disk barriers, ropes and stanchions or multiple strand barbed wire fencing. |
| 6 | 3 | WADS Complex | Building 852, marked by warning signs (Third Floor) and Auxiliary Power Unit (APU) in Building 853. |
| 17 | 3 | 62 CS GATR Site | Building 831 and 833. Area identified by a chain link boundary fence with warning signs. |
| 18* | 3 | Air Defense Sector | Building 852, Rooms 301,303 and 308. Marked by warning Operations Third Floor signs. |

*Must be used in conjunction with Area #6 (SOCC Complex).

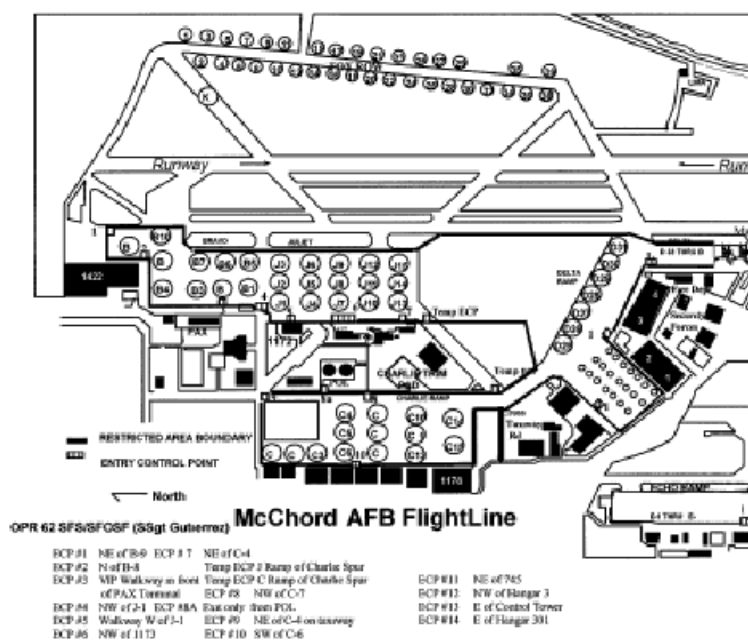
| | | | |
|---|---|---------------------|---|
| 8 | 4 | 800 Area/Nonnuclear | Located approximately 1/2 mile from the Main Gate. Munitions Storage Area identified by a chain link fence and warning signs. |
|---|---|---------------------|---|

| | | | |
|----|---|---------------------|--|
| 12 | 4 | 350 Area/Nonnuclear | Located 1/4 mile south of intersection of Outer Drive Munitions Storage and Lincoln Blvd. Area identified by a chain link fence and signs. |
|----|---|---------------------|--|

NOTE: Areas #8 and #12 designated on the AF Form 1199 are for the Nonnuclear Munitions Storage Areas. These areas are assigned a protection level 4 (controlled areas) and fall within the parameters of AFI 31-101. Mission requirements dictate the use of the AF Form 1199.

Attachment 2

MCCHORD AFB FLIGHTLINE



Attachment 3

SAMPLE LETTER, FLIGHT LINE PHOTOGRAPHY AUTHORIZATION

MEMORANDUM FOR 62 SFS/SFO

FROM: 62 AW/PA

SUBJECT: Flight Line Photography Authorization

1. This letter confirms that _____ (Name, Organization) is authorized to take still or video photographs on the McChord Air Force Base's flight line. It does not grant authorization to deviate from prescribed security measures or authority to photograph classified or sensitive areas or equipment.
2. The individual must have in their possession an, AF Form 1199 or be escorted by an individual with escort authorization for the flight line. A copy of this letter must be carried on the person while on the flight line.
3. If you have any questions concerning this individual's need to photograph on the flight line, or this authorization, call Public Affairs at 984-5637. If there is no answer, call the public affairs on-call representative at 279-6046.
4. The date(s) and time(s) of the photography is/are: _____.
5. A copy of this letter will be faxed to CCC, FAX 984-2163, 62 SFS, FAX 984-3723.

LILLIAN B. ANTHONY, 1Lt, USAF
Chief, Public Affairs

Attachment 4

HOW TO COMPLETE AF FORM 2586

GENERAL INSTRUCTIONS: The AF Form 2586 must be typed or printed if using electronic form in duplicate. Handwritten AF Form 2586's will not be accepted. Sections I, II, III, and IV will be signed and coordinated, as applicable, prior to being hand carried to the Pass and Registration Section for issuance of an AF Form 1199. Facsimile signatures are not authorized. The original copy of the AF Form 2586 will be returned to the Unit Security Manager upon issuance of the AF Form 1199 and maintained on file.

SECTION I: Identification should match the individuals ID card. If ID card is not current, the individual must have ID card updated before issuance of AF Form 1199.

SECTION II: This section must be signed by either the Unit Commander, Section Commander, or the Unit Security Manager. The signature of one of these individuals indicates a favorable investigation was completed and that Security Education and Motivation Training was conducted. A DD Form 577 must be on file at the Pass and Registration Section for persons authorized to sign this section, as well as Section IV.

SECTION III: Duty

- a. Duty: Give AFSC, job title, or duty position and need for access into the restricted area.
- b. List clearance type, and date of current security clearance.
- c. For PRP: Personnel who has been identified to will work with nuclear weapons, nuclear weapon systems, or certified critical components, or control entry to a no-lone zone will have the following statement entered in the "duty" block of section III of AF Form 2586: "This individual will perform duties in (or control entry to) a close-in area. Nuclear surety training completion (date), and Personnel Reliability Program certification (PRP) (date)." The unit commander or designee will not sign section II of the AF Form 2586 until the above requirements are met. The signature in section II certifies that all nuclear surety training and PRP requirements have been completed. Units must maintain records showing completed training. (**NOTE:** The above dates are used to determine initial entry eligibility only and are not required to be updated for reoccurring training which is documented elsewhere.)

SECTION IV: Restricted Area Coordination: List in numerical sequence the restricted area code numbers on the AF Form 2586. The area coordinating official will indicate concurrence/nonconcurrence and date and sign the applicable part. This section will be signed by the 62 AW Commander or his/her designated representatives. (See paragraph 7.4.1. for list of designated individuals.)

SECTION V: Restricted Area Badge Issue. Completed by AF Form 1199 issuing agency.

Attachment 5**SAMPLE LETTER, LOSS OF RESTRICTED AREA BADGE REPORT**

MEMORANDUM FOR 62 SFS/SFO

SFOPP

IN TURN

FROM: (Security Manager's Unit/Office Symbol, Grade, Last Name, Phone Number)

SUBJECT: Report of Investigation and Lost Restricted Area Badge

1. The following is the report of investigation into the circumstances surrounding the loss of Restricted Area Badge #0000, which bears local badge #0000, and was issued to: SSgt John Doe, SSN 123-45-6789, 62 AW/XXX.
2. At approximately 1030, 10 May 91, SSgt Doe reported to me the loss of his restricted area badge. According to SSgt Doe, he reported the loss to his supervisor, 1Lt Smith, and was directed to report the loss to me.
3. A review of available unit documents revealed the badge was issued on 5 Jan 91 and authorizes entry into Restricted Areas 4 and 5.
4. I notified Security Forces Control Center/Law Enforcement Desk, the NCOIC of the Pass and Registration Section, and the individual's supervisor. All notifications were accomplished by 1200, 10 May 91.
5. I contacted 1Lt Smith, SSgt Doe's supervisor. 1Lt Smith informed me that according to the duty schedule, SSgt Doe was scheduled to report for duty yesterday, 9 May 91 at 0630, and was on Echo Ramp painting an equipment shed. I contacted Major Jones on Echo Ramp who related that upon his arrival at 0730 on 9 May 91 he observed SSgt Doe in the Echo Ramp painting the equipment shed. Major Jones further related he observed SSgt Doe depart from the area at approximately 1400 wearing his Restricted Area Badge. A written statement has been obtained from Major Jones and is attached to this report along with the statement from SSgt Doe. (See [Attachment 1](#) and [Attachment 2](#))

6. I contacted 1Lt Smith on 9 May 91, and he related, SSgt Doe had the badge when he entered the area, and was wearing the badge when he departed the area at 1400 on 9 May 91. On 10 May 91, SSgt Doe returned to his duty section and inquired if his badge had been found. A search was conducted of the area by the security forces and maintenance personnel and this proved fruitless.

7. The foregoing actions constitute my investigation of the circumstances, and the facts surrounding the loss of SSgt Doe's restricted area badge. The information obtained thus far confirms SSgt Doe's report of the situation. I believe further investigation is not warranted.

8. CONCLUSION: As a result of the facts sustained by this investigation, I conclude that SSgt Doe did in fact at an unknown time, at an unknown location lose his restricted area badge, and he made a reasonable and diligent effort to find the badge. There is no apparent indication of malicious intent. I attribute the loss to SSgt Doe's failure to adequately secure the badge when he left Echo Ramp.

JOHN M. WILLIAMS, MSgt, USAF
Security Manager, 62 AW/XXX

1 Attachment

Individual's Statement

1st Ind, (Office of Unit Commander)

TO: 62 SFS/CC

Concur/Nonconcur

HOWARD T. LULHAM, Lt Colonel, USAF
Commander, 62 Squadron/XX

STATEMENT

At approximately 0630, 9 May 91, I, SSgt Doe, entered Echo Ramp to paint equipment sheds. I remembered showing my restricted area badge to a security policeman on Echo Ramp, and clipping it to my shirt

pocket. I do not remember taking the badge off when I left the area. All I can remember is being concerned about taking a shower to remove the smell of paint from my person. I did not return to work on 9 May 91. Upon arriving for work on 10 May 91, I found that my Restricted Area Badge was missing. I returned to Echo Ramp but I could not find the badge; the personnel working in the area assisted in the search. Our efforts proved fruitless. The only possible place I can think of, where I could have lost it, was between the ramp and my home off base. I think my badge must have fallen off of my shirt. I reported this incident to 1Lt Smith, who referred me to MSgt Williams. This statement is true and correct to the best of my knowledge.

Doe, John M., SSgt USAF